# DOCUMENT CONTROL COVER

## Code 405 – New Technologies for Re-Engineered Operations [NTRO]

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| **DOCUMENT NO.** | 405-AGMT-0003-A | **APPROVED BY:** | Jonathan Pettus |
| **EFFECTIVE DATE:** | 6/20/01 | **TITLE:** | Integration Project Manager |
| **EXPIRATION DATE:** | None | **CM LEAD:** | David K. Garrett Ext. 6-1534 |

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| **Responsible Office/Organization:** | Integration Project Office, MSFC |
| **Document Title:** | Integration Project Agreement for the Resume Management Project |

## CHANGE REQUEST HISTORY

| Revision | CCR | Comments |
|---|---|---|
| Baseline | CCMS # 405-11 | Initial Document Release |
| A | CCMS # 405-23 | CCR Incorporated 7/5/01 |
| Change 1 | CCMS # 405-40 | CCR Incorporated 8/9/01 |
| Change 2 | CCMS # 405-59 | CCR Incorporated 8/9/01 |
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# *Resume Management Project*

## *Integration Project Agreement*

*June 12, 2001*

# Integration Project Agreement for the
# Resume Management Project

**June 12, 2001**

**Resume Management Project Approval:**

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|---|---|
| Bobby L. German, Project Manager | Date |

**Integration Project Approval:**

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|---|---|
| Jonathan Pettus, Project Manager | Date |

# Revision History

| Rev # | Description of Changes | RM Project Mgr Initials / Date | IPO Project Mgr Initials / Date |
|---|---|---|---|
| Baseline | Initial Release | 12/14/00 | 1/15/01 |
| A | Added Appendix A detailing systems management and coordination, made basic administrative changes. | 6/12/01 | 6/20/01 |
| Change 1 | Added Document Control Cover | 8/9/01 | NA |
| Change 2 | Corrected Miss Spelled Word on Document Control Cover—Class II Change | 8/9/01 | NA |
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# Table of Contents

# 1. Purpose of Document

This document serves as a contract between the Resume Management Project and the Integration Project Office. This agreement details the scope of the Integration Project's responsibilities for supporting the Resume Management Project, as well as the Module Project's responsibilities for communicating and working with the Integration Project. Once these activities are established and approved, this document will represent the final and conclusive list of Project and Integration Team responsibilities. This agreement also establishes the Integration Project focal point and the Resume Management Project focal point for the coordination of all integration-related activities.

# 2. Responsibilities

The responsibilities of the Resume Management Project Team and the Integration Project Team are listed in Table 1. The Project focal points for these activities are as follows:

- Integration Project Office: Randy Sparkman (alternate: Jose Arevalo)
- Resume Management Project: Tom Weber (alternate: Bobby German)

Appendix A provides additional detail regarding technical support, coordination, and operations of the Resume Management system (NASA STARS).

*Table 1. Responsibilities*

| Project Phase | Activities | Resume Management Project | Integration Project |
|---|---|---|---|
| Project Formulation | | <ul><li>Define the Level III technical and integration requirements.</li><li>Define the Level III functional requirements.</li><li>Develop Reengineered business processes.</li><li>Develop Business Case Analysis.</li><li>Develop the Level IV functional requirements.</li><li>Develop Scope Document.</li></ul> | <ul><li>Support defining the Level III technical and integration requirements.</li><li>Define the Level IV integration and technical requirements.</li><li>Coordination of the Independent Validation and Verification (IV&V) process and the Independent Assessment process for the Resume Management Project.</li><li>Work with the Independent Assessment Consultant (IAC) to review specific critical project activities and deliverables.</li></ul> |

| Project Phase | Activities | Resume Management Project | Integration Project |
|---|---|---|---|
| Acquisition | | ▪ Participate in the acquisition of software solutions and implementation contractor services.<br>▪ Evaluate the proposed COTS products against the requirements, the assessment of the responses to functional requirements and evaluation of the impact of the proposed products.<br>▪ Develop Software Gap Analysis effort associated with the functional requirements. | ▪ Participate in the acquisition of software solutions and implementation contractor services for Resume Management Project.<br>▪ Evaluate the proposed COTS products against the technical requirements, supporting the assessment of the responses to integration and functional requirements and evaluation of the impact of the proposed products on the technical architecture.<br>▪ Assess the compatibility of proposed solutions with the integration architecture and roles and responsibilities.<br>▪ Support the Software Gap Analysis effort associated with the technical and integration requirements.<br>▪ Populate the Enterprise Business Architecture and Application Architecture. |
| Agency Design Phase | Software Solution | ▪ Establish the application functionality and configure the system to best meet the project's requirement.<br>▪ Address and eliminate system gaps through agreed upon configuration decisions, i.e. alternative configuration approaches, process redesigns, reengineering of business rules and processes, and/or software modifications. | ▪ Provide support to the Resume Management Project in the impact assessment of closing requirement gaps.<br>▪ Update the Enterprise Business Architecture and Application Architecture with Resume Management updates.<br>▪ Select database, operating system, hardware, and storage system. |
| | Interfaces | ▪ Responsible for extensions and bolt-on interfaces necessary to achieve the module's intended functionality. | ▪ Responsible for interfaces between the module and external systems , namely USAJobs.<br>▪ Responsible for the development of the Interface Definition Agreement (IDA) that will distinguish the roles and responsibilities for the design, development, testing, and management of the interface.<br>▪ Update the Enterprise Business Architecture and Application Architecture with Resume Management updates. |
| | Report Capabilities | ▪ Analyze the Agency Minimum Standard Report requirements and map these requirements to the selected software's standard reports.<br>▪ Resolve gaps in the reporting application functionality. | ▪ Work with the Resume Management Project, and the Implementation Contractor to ensure that the Agency-level reports are developed consistent with the IFM Information Delivery Architecture. |

| Project Phase | Activities | Resume Management Project | Integration Project |
|---|---|---|---|
| | Training & Procedures | ▪ Create training material templates, which incorporate policies and procedures.<br>▪ Develop a curriculum that identifies and characterizes key employee groups and aligns business practices and policies in order to obtain full benefit from the new processes and system.<br>▪ Develop a training approach that focuses on process implementation that includes process training, data entry, data usage, error correction, and problem solving. | |
| | Security and Controls | ▪ Develop security user groups and separation of duty control rules that govern user access to the integrated business functions and data.<br>▪ Define security profiles based on roles and responsibilities. | ▪ Define the security architecture for the module, which includes the definition and implementation of host security, application security, network security, and account management procedures.<br>▪ Develop Resume Management Project Security Plan. |
| | Data Conversion | ▪ Not applicable | ▪ Not applicable |
| | Extension & Bolt-on | ▪ Determines whether there is a need for a modification, an extension, or a bolt-on to resolve functionality gaps with the selected software.<br>▪ Evaluate critical gaps, propose alternative solutions, and provide recommendation. | ▪ Reviews any proposed extensions for impacts to the technical architecture.<br>▪ Update the Enterprise Business Architecture and Application Architecture with Resume Management updates. |
| | Solution Testing | ▪ Executes specific business scenarios to ensure the Agency extension and/or bolt-on provides the desired business results.<br>▪ Executes unit testing in to ensure that business scenario requirements are met.<br>▪ Identify a testing strategy to determine how configuration validation is facilitated. | ▪ Will play a support role for the testing that is conducted.<br>▪ Document a Service Level Agreement (SLA) with the module project prior to the beginning of testing. This SLA will be attached as an appendix to this agreement.<br>▪ Provide the development environments and configuration test environments.<br>▪ Provide operational support to the development and test environments.<br>▪ Support the development of test plans. |
| | Detailed Technical Architecture | | ▪ Define the technical architecture for the Resume Management module.<br>▪ Establish a test environment. |
| Other Pilot Center Implementation | Software Solution | ▪ Validate the user requirements.<br>▪ Identify differences between the Agency software solution and the Pilot Center's existing systems, processes and requirements. | |
| | Interfaces | Not applicable | ▪ Not applicable |
| | Report Capabilities | ▪ Analyze the Agency Reporting Capabilities and map these requirements to the Pilot Center reporting requirements.<br>▪ Resolve gaps in the reporting application functionality | ▪ Ensure that any augmented reporting required by the Pilot Center is consistent with the IFM Information Delivery Architecture. |
| | Security and | ▪ Assess current security files for users. | ▪ Define the security architecture for the |

| Project Phase | Activities | Resume Management Project | Integration Project |
|---|---|---|---|
| | Controls | ▪ Determine the user base.<br>▪ Identify Center approval paths (workflow).<br>▪ Obtain user security access. | module, which includes the definition and implementation of host security, application security, network security, and account management procedures. |
| | System and Integration Testing | ▪ Resume Management Project will provide the front-end client workstations and networks required to conduct testing.<br>▪ Perform testing of Pilot Center configuration, which includes the execution of specific business scenarios in a solution laboratory environment to simulate business requirements.<br>▪ Coordinate reporting of Integration Test metrics and Acceptance Test metrics. | ▪ Participate in the module Integration Testing to validate that the Agencywide interface meets the integration requirements and that the module in testing does not impact other systems.<br>▪ Provide the server-side Integration Test, Performance Test, and Acceptance Test environments and will provide operational support of the test environments.<br>▪ Work with Resume Management project to define a set of performance requirements for the Resume Management module.<br>▪ Develop Performance Test Plan.<br>▪ Provide a performance and scalability testing capability to each project which verifies and validates that hardware and software performances meet the agreed upon standard. |
| | Pilot Center Cutover | ▪ Develop operational procedures.<br>▪ Perform data cleanup.<br>▪ Establish the system administration and security functions.<br>▪ Develop a migration plan, which includes conducting an Operation Readiness Review, determining production cutoff procedures, and transitioning operations. | ▪ Assist the Resume Management Project by defining the transition strategy and support roles and responsibilities. |
| | Post-Cutover Activities | ▪ Assess the operational environment.<br>▪ Establish formal user and systems support functions.<br>▪ Developing a decommission plan for the Pilot Center's legacy systems.<br>▪ Recommending future business and technical directions | ▪ Responsible for the preparation of the Operations Plan for the Resume Management Project in which the data center operations, user support infrastructure, and application management will be defined. |
| | Detailed Technical Architecture | | ▪ Coordinate the integration of the Resume Management module's technical architecture with the existing technical architecture of the Pilot Center.<br>▪ Address technical architecture issues that arise during the pilot implementation. |
| Pilot Center Training | Training & Procedures | ▪ Ensure that the end user training materials incorporate the policies and procedures | |

| Project Phase | Activities | Resume Management Project | Integration Project |
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| | | developed throughout the Design Phase. | |
| | | • Analyze Agency curriculum. | |
| | | • Identify users for the Agency-defined roles. | |
| | | • Develop tasks associated with training, such as scheduling and creating the environment. | |
| Pilot Center Data Conversion | Data Conversion | • Not applicable | • Not applicable |
| Other Center Implementation | | • Provide implementation contractor support, Pilot Center expertise, and Agency Process Team expertise in the areas of Center configuration, Center reports, and cutover procedures.<br>• Conduct post implementation reviews | • Ensure that any augmented reporting required by the Center is consistent with the IFM Information Delivery Architecture.<br>• Update the Enterprise Business Architecture and Application Architecture baselines for any integration points to legacy Center unique applications.<br>• Participate in the module Integration Testing to validate that the module does not impact other systems.<br>• Provide the server-side Integration Test, Performance Test, and Acceptance Test environments and will provide operational support of the test environments.<br>• Develop Performance Test Plan.<br>• Provide a performance and scalability testing capability.<br>• Participate in post implementation reviews<br>• Address technical architecture issues that arise during the rollout implementation. |
| Center Training | Training & Procedures | • Provide implementation contractor and other functional expertise in support of Center training activities. | • Establish a help desk capability with the NACC and implementing Center ODIN contractor. |
| Center Data Conversion | Data Conversion | Not applicable | • Not applicable |

Appendix A

# NASA <u>ST</u>affing <u>A</u>nd <u>R</u>ecruiting <u>S</u>ystem (NASA STARS) Systems Management and Coordination

**(separate file)**